

# Memorandum

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**To:** DEPUTY DISTRICT DIRECTORS  
for Program and Project Management  
DEPUTY DISTRICT DIRECTORS  
for Administration

**Date:** May 24, 2002

**From:** DEPARTMENT OF TRANSPORTATION  
PROJECT MANAGEMENT- MS 28

**Subject:** Correlation between Expenditure Authorizations (EAs) and Programming

It has come to my attention that requests for EAs are not always correlated with the programming documents.

The Department has eleven Capital Outlay and Capital Outlay Support "program components", namely:

20.xx.025	STIP Interregional Improvement Program
20.xx.075	STIP Regional Improvement Program
20.xx.201	State Highway Operation and Protection Program (SHOPP)
20.xx.202	Phase 2 and Toll Bridge Seismic Retrofit
20.xx.203	Toll Bridge Program
20.xx.204	Transportation Enhancement Activities (TEA) – Caltrans Share
20.10.209	Transitional Capital Outlay Support
20.xx.300	"Grand fathered" Traffic Systems Management (TSM) – (programmed in 1997 or earlier)
20.xx.400	State Highway Projects Funded from Other Sources
20.10.600 and 20.20.600	Safe Routes to School
20.xx.710	Traffic Congestion Relief Program (TCRP)

Each "program component" is divided into several "program tasks", which are listed in the Coding Manual at [http://adsc.caltrans.ca.gov/ASC/Coding\\_Manuals/chapter\\_07/index.htm](http://adsc.caltrans.ca.gov/ASC/Coding_Manuals/chapter_07/index.htm).

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The CTIPS database is the only official source of program task codes for the following program components:

20.xx.025	STIP Interregional Improvement Program
20.xx.075	STIP Regional Improvement Program
20.xx.201	<u>Major</u> State Highway Operation and Protection Program (SHOPP)
20.xx.204	Transportation Enhancement Activities (TEA) – Caltrans Share
20.xx.300	“Grand fathered” Traffic Systems Management (TSM) – (programmed in 1997 or earlier)

When you request a new EA with one of these components, the program task must match the task shown in CTIPS. If you believe that the CTIPS task is incorrect, please contact your liaison in the Division of Transportation Programming.

20.xx.201 Minor State Highway Operation and Protection Program (SHOPP) projects are nominated by the District using its minor allocation. Minor project EAs are distinguished from major projects by a “category of expenditure” in TRAMS. For guidance on the appropriate code, you may contact Ms. Yin Ping Li (telephone 916-653-9210, Calnet 8-453-9210).

20.xx.202 Phase 2 and Toll Bridge Seismic Retrofit EAs are limited to a list of existing projects maintained by the Headquarters Office of Program Support. Questions about this list may be addressed to Mr. Matt Bailey (telephone 916-654-6201, Calnet 8-464-6201).

20.xx.203 Toll Bridge EAs are limited to projects approved by the Bay Area Toll Authority or the San Diego Association of Governments.

20.10.209 Transitional Capital Outlay Support EAs require an EA-by-EA approval by Mr. David Youmans, Chief, Office of Project Workload and Data Management (telephone 916-654-2476, Calnet 8-464-2476).

The use of 20.10.400 State Highway Projects Funded from Other Sources is at the discretion of the District. EAs with program component 20.20.400 State Highway Projects Funded from Other Sources shall not be established without an executed cooperative agreement or equivalent funding document.

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20.10.600 and 20.20.600 Safe Routes to School EAs are limited to State Highway projects authorized under Section 2333.5 of the Streets and Highways code. Authorized projects are listed at <http://www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm>. Questions about this list may be addressed to Mr. Randy Ronning at 916-653-4727 (Calnet 453-4727).

20.xx.710 Traffic Congestion Relief EAs are limited to State Highway projects listed in Section 14556.40 (a) of the Government Code. The complete list of projects is at <http://www.dot.ca.gov/tcrp/TCRPPProjectListing.doc>. Questions about this list may be addressed to Mr. Eric Koch at 916-653-9082 (Calnet 453-9082).

It is becoming common for projects to be funded from a combination of several programs. When this happens, the funding should be shown by percentage on the "e-lines" in the EA Request. The e-lines allow for funding from as many as 24 different sources.

If you have any questions about the correct use of program components and tasks on State highway projects, please contact Mr. Nigel Blampied (telephone 916-654-5395, Calnet 8-464-5395).



CARLTON L. HAACK, Chief  
Division of Project Management

c: Division Chiefs  
Project Control Section, Division of Accounting